

California Franchise Tax Board

STATE OF CALIFORNIA ASSISTANT INFORMATION SYSTEMS ANALYST

FRANCHISE TAX BOARD
OPEN EXAMINATION
SPOT — SACRAMENTO

FRANCHISE TAX BOARD

PO Box 550
Sacramento CA 95812-0550
ATTN: Exam Section, (916) 845-3608
Website: <http://www.ftb.ca.gov>
TDD is **Telecommunications Device for the Deaf.**
California Relay Service
From TDD phone (800) 735-2929
From Voice phone (800) 735-2922

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will **not** be considered final until the background information has been reviewed and approved by the department.

HOW TO APPLY

Applications may be filed:

In Person:

Franchise Tax Board
9645 Butterfield Way
Exam Section, Rm 1024B
Sacramento CA 95827

By Mail:

ATTN: Exam Section
Franchise Tax Board
PO Box 550
Sacramento CA 95812-0550

SUBMIT APPLICATIONS TO THE ADDRESS INDICATED ABOVE.

Applications (Form 678) will be accepted on a continuous basis and will be held until an examination is scheduled and a final filing date established. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will be held for the next examination.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements..

SALARY RANGES:

Range A — \$2658 - \$2865
Range B — \$2741 - \$3130
Range C — \$3287 - \$3952

ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Franchise Tax Board. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months after it is established.

Range A. This range shall apply to incumbents who do not meet the criteria for Range B or Range C.

Range B. This range:

1. Shall apply to persons who have satisfactorily completed the equivalent of six months of Assistant Information Systems Analyst (Range A) in the California state service; or
2. May apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing a variety of tasks in the analysis, development, installation, implementation, procurement or support of electronic information processing systems with duties equivalent in complexity and type to those of an Assistant Information Systems Analyst; **AND** who meet the education requirements as stated on the class specification; or
3. May apply to persons who, while enrolled as a student at a recognized college, have satisfactorily completed the equivalent of six months (1000 hours) of work experience performing programming, analysis, or technical support duties; **AND** who meet the education requirements as stated on the class specification.

Range C. This range:

1. Shall apply to persons who have satisfactorily completed the equivalent of 12 months of Assistant Information Systems Analyst (Range B) or 18 months of Assistant Information System Analyst experience in the California state service; or
2. May apply to persons who have the equivalent of 18 months of satisfactory experience outside of State service performing a variety of tasks in the analysis, development, installation, implementation, procurement or support of electronic information processing systems with duties equivalent in complexity and type to those of an Assistant Information Systems Analyst; **AND** who meet the education requirements as stated on the class specification; or

3. May apply to persons who have 30 semester or 45 quarter units of graduate work in management information systems or computer science related courses; **AND** who meet the education requirements as stated on the class specification.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS

Either I

Education: Equivalent to graduation from college with a minimum of 24 semester or 36 quarter units in management information systems or computer science courses. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

One year of experience in the California state service performing the duties of an Information Systems Technician Specialist I, Information System Technician Supervisor I, Computer Operations Specialist I, or Computer Operations Supervisor I.

Or III

Two years of experience in the California state service performing the duties of an Information Systems Technician (Range C), a Computer Operator (Range C), or Programmer I (Range B).

Additional Desirable Qualifications: In appraising the relative qualifications of candidates, consideration will be given to the extent and type of experience with various electronic information processing system functions and to the extent an type of pertinent education beyond that required under "Minimum Qualifications." Preferred additional education includes equivalent to graduation from college with a degree in Computer Science or Management Information Systems.

RECOMPETITION RESTRICTIONS

1. Successful candidates will establish list eligibility for 12 months. Each candidate may only test once in a 12 month period.
2. Unsuccessful candidates who did not meet the minimum qualifications, or were unsuccessful in the exam process may recompute each testing period.

THE POSITION

An Assistant Information System Analyst, under supervision, performs work of average difficulty in analytical studies for the support, development, installation, implementation or procurement of electronic information processing systems, and teleprocessing networks and/or systems.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained on the Supplemental Application. **INTERVIEWS WILL NOT BE HELD.**

Supplemental Application — Weighted 100.00%

Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will receive a supplemental application designed to elicit a range of specific information regarding each candidates knowledge,

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ASSISTANT INFORMATION SYSTEMS ANALYST
LM96-1479**

CONTINUOUS FILING

ASSISTANT INFORMATION SYSTEMS ANALYST

NOVEMBER 4, 1998

(Continued from previous page)

abilities and potential to effectively perform the duties relative to the classification. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed supplemental application will be eliminated from this examination.

Scope:

A. Knowledge of:

1. Principles of public administration, organization and management.
2. Electronic information processing systems equipment, software, and practices.
3. Analytical techniques.
4. Technical report writing.

B. Ability to:

1. Analyze data and situations, identify and solve problems, reason logically and draw valid conclusions.
2. Develop effective solutions.
3. Apply creative thinking in the design of methods of processing data with electronic computers.
4. Monitor and resolve problems with information processing systems hardware, software and processes.
5. Establish and maintain effective working relations with others.
6. Communicate effectively.

Veterans' preference credits will be added to the final score of all open competitors in this examination who qualify for, and have requested, these points and who are successful in all part(s) of the examination. (See "General Information" on this bulletin for information regarding veterans preference points.)

GENERAL INFORMATION

It is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview or performance test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Franchise Tax Board, local offices of the Employment Development Department and the State Personnel Board office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Franchise Tax Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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